

Information Technology Committee

June 2020 Highlights

Full Report Posted: <https://acawso.org/category/information-technology>

Volunteers: Sharon F (chair), Cheryl F, Christine B. Toronto, Mary Jo L, and Michelle H
Content Audit Volunteers: Danielle J and Megan D

Meetings: Committee meets weekly on Wednesdays at 1pm ET
Content Audit meets every 2 weeks on Fridays at 11:30am ET

IT Committee Liaisons

Strategy for better coordination and support for committees and to better serve the needs of the fellowship.

- Welcomed IT Liaisons for the Following Committees:
 - Ballot Prep and OPPM Committees - Mary Jo L
 - Delegate Training SC - Cheryl F
 - Literature Committee - Christine B
- Specifics about Committee Liaisons:
 - Active member of Literature, Member Services, etc. (hopefully with some tech/web experience)
 - Attends at least one IT Committee meeting per month
 - Adds tech/web items from their committee to the IT Committee Agenda
 - Coordinates between IT Committee and their “home” committee on technical issues and needs

Next Steps: Hope to welcome Liaisons from other committees and work to streamline request process

Recurring Meetings on WSO Zoom Accounts

Issues:

- Committees getting “bumped” out of their meeting by other committees
- Committees trying to find out which Zoom is open at what time
- Some recurring meetings scheduled that has no committee contact information (who is it?)
- Monthly transfer of recordings by 1 person (there are currently over 60 recording files that need to be transferred) to DropBox.
- Many recordings have never been used/accessed by the committees, once they were transferred

Multiple “solution” attempts have been made. The current one is posted in the #General channel in Slack.

This upcoming week, IT Committee will discuss the possibility of expanding our Zoom account to enable large committees, or smaller committee clusters, to manage their own.

Other Highlights from June

- We welcomed our new Content Audit Volunteers, Christine B, Danielle J, and Megan D and began the process of examining each page currently on the adultchildren.org website for content, links, user experience, etc.
- Trained new volunteers on the Service Website to include monthly report postings, editing committee “header” information, adding events to the calendar and updating the Committees Calendar
- Provided technical guidance on a new Partnered Workshop initiative between WSO and CT Intergroup and began creating a system that can be duplicated
 - Upgraded a WSO Zoom host and scheduled the workshop dates
 - Created an announcement for the Service Website
 - Created a draft “guide” providing suggestions for best practices in planning the tech side of hosting
- Using the CT Partnership, creating Partnered Event process for future WSO/IG partnered events

Service Opportunities on IT Committee for Upcoming Projects:

- Volunteers with experience (Meets, Workspace, Integrations, etc) for upcoming “Using GSuite for Committee Collaboration” Workshop Series
- Volunteers with experience programming apps for Android and/or IOS devices
- Volunteers for Graphics/Web Layout Design
- Volunteers with MailChimp experience
- Volunteers with CRM integration experience
- Volunteers with Content Delivery Network experience
- Document creators (building guides with images)
- And yes, web developers, PHP programmers, WordPress, and database

Either @Sharon F on Slack or email webservant@adultchildren.org